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Amazon Chime Getting Started

Amazon Chime has never been so stress-free to configure and use. Add this robust video tool and simplified collaboration platform effortlessly.

1. Create User(s) and add license(s).
2. Setup Amazon Chime in the NextOS portal.
3. Accept invitation and install application (completed by the user).

NOTE: An Amazon ID is required for each user, but you will not need access to AWS.

Click here for a visual walkthrough of the setup for Amazon Chime.

Getting Started

As an Administrator, log in with the credentials in your welcome email from Nextiva. You’ll want to go to your unique NextOS domain (i.e. yourcompany.nextos.com).

Creating New Users

From the main Administrator page, on the left-hand menu choose Users.
Once you click **Create users**, fill in the form before scrolling to the **Licenses** section. Email addresses must be unique within the system.

**NOTE:** If the User has already been created, click **Actions > Edit** to the right of the User and add the Amazon Chime license before continuing.
Next, scroll down to add the Amazon Chime license, which will allow you to provision the video settings for this user.

If you don’t have a license available, please contact your sales representative.

Click **Create** to complete adding the User.

On the next screen, choose **Done** to continue the set up.

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**Congrats! You've successfully created a user.**

Continue to set up voice for this user, or click done and add more.

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**User Creation Successful**
Amazon Chime Video Setup

From the main list of **Current Users**, hover over any User to reveal **Actions**. Select **Video Setup** to finalize Amazon Chime access.

**Actions**

**NOTE:** Notice there are icons next to each User indicating what is set up for that User. The Amazon Chime icon matches the logo for the product (see below).

**User Settings**
Cospace is Nextiva’s native video collaboration and team meeting platform that comes free with any account. Use Chime or Cospace or both, it’s up to you!

Video Setup Options

For Amazon Chime > Next.
Amazon ID

The Amazon ID is an email address tied to the User’s Amazon account (AWS and Prime are not required). This is the email address where the welcome email is sent to finish setup. Email addresses must be unique in the system.
Chime setup instructions sent.

Setup instructions have been sent to the email address provided. After the user has completed the instructions provided, they will have access to video settings.
Welcome Email

This next section will be completed by the User (not the Administrator). For reference, here is the welcome email sent to the new Chime User. Instruct the User to choose Accept!

User Welcome Email

User Steps to Setup:
1. Accept the welcome email.
2. Download and install Amazon Chime (or choose to use the web version).
3. Log in using your NextOS email address and then Amazon ID.